

**JOB POSTING**  
**PROJECT ARCHITECT / CONSTRUCTION ADMINISTRATOR**  
**(Schools Sector)**  
Job #2604

**ABOUT HKIT ARCHITECTS**

HKIT Architects is a design firm based in downtown Oakland which has been servicing the Bay Area for over 75 years. The firm is known for its work with TK-14 educational facilities, affordable housing, senior living, and other community-based work. Our mission is to create meaningful, sustainable environments through beautiful and functional design that strengthens communities.

We encourage qualified applicants to apply to join our dynamic, diverse mid-sized firm of professional staff dedicated to supporting our mission.

For more information visit our website: [www.hkit.com](http://www.hkit.com)

**POSITION SUMMARY**

The position requires a highly motivated, organized and technically minded individual with a minimum of 8-15 years of project architect and construction administrative experience. Candidates must combine technical problem-solving skills with excellent communications skills, and a collaborative approach in working with the client, contractor and design team.

**POSITION RESPONSIBILITIES**

- Manage the design, detailing, research and full documentation on select projects, providing expertise across multiple projects. Oversees agency approvals.
- Act as a liaison between our design team, , inspector of records (IORs), contractors, client and client's consultants.
- Represent firm at weekly OAC meetings.
- Perform on-site observations of construction progress and write field reports.
- Assist in the review and response to shop drawings, submittals and RFI's, issuing of ASI's, including drawings and specification revisions as required.
- Assist in the review and processing of construction change orders and pay apps.
- Participate in the resolution of construction Issues.
- Make substantial completion observations, prepare punch list of deficiencies and perform other close-out activities.
- Over-all quality control in the construction administration phase.

**QUALIFICATIONS AND SKILLS**

- Bachelor or Master of Architecture from an accredited school
- California Licensed Architect required.
- Minimum of 8-15 years of construction administration experience.
- Proficiency in Revit, AutoCAD, Bluebeam Revu, Adobe Acrobat, Microsoft Word and Excel.
- In-depth understanding of contract documents and specifications, material research & development.
- Experience in conceptual, schematic, design development, construction documents, and construction administration.
- Able to detail complicated building elements
- Experience with TK-14 public school construction in California
- Experience with Division of the State Architect.
- Knowledge of Building and Life Safety Codes and Construction Standards.
- Self-motivated, team-oriented, adaptable to a fast-paced environment.
- Valid driver's license and insured personal vehicle required to travel to job sites.

## COMPENSATION AND BENEFITS

The annual salary range for this role is \$100,000 - \$130,000. HKIT Architects offers rich benefit offerings for eligible employees including medical, dental & vision insurance, life, LTD & STD insurance, FSA, 401k, and pet benefits.

## HOW TO APPLY

Interested applicants should send a cover letter, resume and portfolio to [careers@hkit.com](mailto:careers@hkit.com). Subject must include **Job # 2604 and applicants first and last name (i.e., Job #2604 Jane Doe)**.

No calls or third-party recruiting firms/consultants please